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Specification for the Classes:

BUILDING AND GROUNDS CUSTODIAN II & III
(BUILDING & GROUNDS CUSTODN II & III)

SERIES DEFINITION

Positions in this series perform or supervise and participate in the performance of custodial duties in cleaning and maintaining buildings and surrounding grounds areas. The work of positions in these classes include lifting and carrying heavy furniture and equipment, cleaning places and equipment which are not easily accessible, operating heavy-duty industrial cleaning equipment, and performing simple building maintenance and repair work not calling for a trade skill.

CLASS DISTINGUISHERS

LEVEL II: Performs routine manual work tasks in cleaning and maintaining buildings, surrounding grounds and walkways, and performs simple building maintenance and repair work.

LEVEL III: Supervises and participates in the performance of routine manual work tasks in cleaning and maintaining buildings, surrounding grounds and walkways; and simple building maintenance and repair work.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

Levels II & III:

1. Sweeps and mops floors, hallways, stairways and offices;
2. Wipes, dusts and polishes furniture and metal work;
3. Cleans woodwork, walls, air conditioning overhead vents, electrical fixtures, windows, rain gutters and other places which are not easily accessible;

4. Mops, cleans, disinfects and services restrooms;
5. Cleans water fountains and wash basins;
6. Waters, rakes, weeds and spreads top soil on lawns;
7. Mows areas not accessible to gang power mowers;
8. Picks up rubbish, leaves and other refuse;
9. Trims and prunes hedges, trees and shrubbery;
10. Plants and fertilizes shrubbery, grass and flowers;
11. Propagates and transplants young plants and shoots;
12. Moves and transports heavy objects such as furniture, benches, platforms and refuse disposal barrels;
13. Loads, unloads and distributes cleaning supplies and equipment;
14. Replaces toilet floats and fluorescent and standard light bulbs;
15. Makes simple repairs to doors, windows, jalousies, stairways, chairs, sprinkler systems and other facilities and equipment;
16. Operates heavy-duty industrial cleaning equipment such as vacuum cleaners, scrubbing machines and floor polishers;
17. Removes spots and stains from carpets and may operate a shampoo machine to clean carpets;
18. May be responsible for requisitioning and storing cleaning supplies and equipment and assists in taking inventories of such supplies and equipment;
19. May operate power equipment such as power lawn mowers.

In addition, for the Building and Grounds Custodian III:

1. Supervises and participates in the work of subordinates in performing custodial work;

2. Assigns, lays out, and inspects the work of subordinates to insure that buildings and grounds areas are kept in a clean and orderly condition; provides assistance, or direction as needed;
3. Performs maintenance work on plumbing and electrical fixtures not requiring journey-worker level trade skills, under the supervision of a licensed electrician/plumber;
4. Supervises staff in preparing for special functions;
5. Supervises the propagation and cultivation of flowers, plants and lawns;
6. Requisitions, receives, stores and is responsible for cleaning supplies and equipment; takes periodic inventories of supplies and equipment;
7. Maintains records of supplies dispensed and of equipment issued;
8. Keeps daily time sheets; makes reports of work accomplished and of unusual incidents or accidents;
9. Secures buildings after hours by checking doors and windows to ensure that they are properly closed and locked, and sets the building alarm system;
10. Opens main entrance of building(s) at the start of the day;
11. Resets electronic time clocks for various equipment (e.g., air conditioning system, area lighting);
12. Trains subordinates on proper and safe cleaning and groundskeeping techniques and processes, and equipment use;
13. Evaluates work performance of staff.

KNOWLEDGE AND ABILITIES REQUIRED: *(The knowledge and abilities required in order to effectively perform the key duties for each of these classes are indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.)*

*"P" indicates prerequisite knowledge and abilities, that must be brought to the job.
"A" indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.*

	Building and Grounds Custodian	
KNOWLEDGE OF:	II	III
Cleaning methods, materials and equipment and safety practices;	A	P
Types of cleaners for various materials and surfaces;	A	P
Simple building maintenance and repair methods, tools and safety practices;	A	P
Basic practices, tools and equipment used in grounds maintenance;	A	P
General practices in the cultivation and care of flowers, plants, shrubs, trees and lawns;	A	P
Principles and practices of supervision.	N/A	A

	Building and Grounds Custodian	
ABILITY TO:	II	III
Read, understand and apply oral and written instructions;	P	P
Perform building and grounds cleaning and maintenance tasks safely and effectively;	A	P
Perform heavy lifting and moving;	P	P
Operate heavy industrial type cleaning equipment;	A	P
Make minor repairs to buildings and equipment;	A	P
Meet and deal tactfully with others;	P	P
Issue oral and written instructions;	N/A	P
Plan, supervise and evaluate the work of others;	N/A	P
Keep records and make simple reports.	N/A	P

MINIMUM QUALIFICATION REQUIREMENTS

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	Gen Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
Building and Grounds Custodian II	0	0	0
Building and Grounds Custodian III	2	*	2

General Experience: Progressively responsible work experience in one or a combination of the following areas:

- (a) Janitorial or related custodial work such as sweeping, dusting and cleaning of buildings;
- (b) Grounds maintenance work experience including such activities as cleaning, watering, fertilizing, trimming, mowing, sweeping and raking.

For the class Building and Grounds Custodian III, at least one (1) year of the work experience must have been comparable in nature and scope to that of a Building and Grounds Custodian II in the State service.

*For the Building and Grounds Custodian III level, applicants must have demonstrated evidence of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by details to supervisory positions; by completion of training courses in supervision accompanied by application of supervisory skills in assignments; or by favorable appraisals of a supervisor indicating the possession of supervisory potential.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively

demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

For certain positions, applicants may be required to have a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

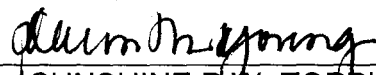
Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is a re-instatement of the class SCHOOL CUSTODIAN III, an amendment to the class specifications and minimum qualification requirements for the classes SCHOOL CUSTODIAN II AND III, which were approved on March 10, 1983, and a change in class title to BUILDING AND GROUNDS CUSTODIAN II AND III (BUILDING & GROUNDS CUSTODN II & III).

EFFECTIVE DATE: 10/16/2010

DATE APPROVED: JAN 20 2011


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Development